

**Belvedere:**  
*Jerry Butler*

July 13, 2005

**Corte Madera:**  
*Melissa Gill*

**TO:** Executive Committee

**Fairfax:**  
*Lew Tremaine*

**RE:** Administrative Set-Up – Agenda Item 4

**Larkspur:**  
*Joan Lundstrom*

Dear Executive Committee:

**Mill Valley:**  
*Dick Swanson*

Staff is working on numerous administrative efforts to establish TAM as an independent agency. A summary of the efforts and issues follows:

**Novato:**  
*Pat Eklund*

**A. Retirement**

**Ross:**  
*Jeanne Barr*

At the June 13, 2005 Executive Committee meeting, direction was given to staff to pursue PERS retirement, and to obtain an actuarial valuation study based on 2% at 55, with a 2% annual cost of living adjustment. Staff has been working on the filing of the required application materials. Once PERS accept them, they will forward a pre-valuation contract for authorization to proceed with the actuarial valuation. The actuarial valuation will take 6-8 weeks from that point, and will be provided at a future Executive Committee meeting. A fee of \$700 is required for the actuarial valuation.

**San Anselmo:**  
*Peter Breen*

**San Rafael:**  
*Al Boro*

PERS estimates the contract process to take a minimum of 6-9 months.

**Sausalito:**  
*Amy Belser*

**B. Employee Medical Benefits**

**Tiburon:**  
*Alice Fredericks*

At the June 23, 2005 meeting, TAM adopted a Resolution to provide CalPERS medical benefits to employees. Staff is processing required materials through CalPERS and it is expected that medical benefits could be available to employees starting August 1, 2005. At a future meeting, the Executive Committee can review benefit contribution levels and options.

**County of Marin:**  
*Susan Adams*  
*Hal Brown*  
*Steve Kinsey*  
*Charles McGlashan*  
*Cynthia Murray*

**C. Employee Dental Benefits**

Gail Papworth is assisting staff with the evaluation of options for dental benefits. At this time we are investigating benefits through California Public Entity Insurance Authority (CPEIA). Documents will be provided at a future meeting.

**D. Employee Vision Benefits**

Gail Papworth is assisting staff with the evaluation of options for vision benefits. At this time we are investigating benefits through CPEIA. Documents will be provided at a future meeting.

### **E. Section 125 Documents for Benefits to be Tax Exempt**

Gail Papworth is also assisting staff with the preparation of legal documents for adoption by TAM that will comply with applicable regulations so that employee benefits can be paid for pre-tax. Documents will be provided at a future meeting.

### **F. Deferred Compensation Plan**

At the June 23, 2005 meeting, TAM adopted a Resolution to provide CalPERS 457 Deferred Compensation benefits to employees. Staff is processing required materials through CalPERS and it is expected that a deferred compensation program will be available to employees starting on August 22, 2005.

### **G. Information Systems Support**

Staff has met with County Information Services staff to determine if a service agreement could be provided for computer systems support. Information Services staff has recommended two consultants, one to assist with hardware, network infrastructure, and customer support, the other with email and web hosting.

At the June 8, 2005 meeting, the Executive Committee concurred with the staff recommendation to contract with marin.org servers for email and web hosting as outlined in the staff report.

A domain name (Web address) is your Internet identity and your unique online brand. Customers will remember and use this address to find your Web site, your products or your services. Using TAM's current domain name, email addresses for staff will be:

jsmith@marintraffic.org

This is an ideal time to change the domain name if desired by TAM. Staff is researching domain name options and will provide them at the meeting.

Information about hardware, network infrastructure, and customer support will be provided at a future meeting.

#### **Recommendation:**

Provide direction on domain name options provided by staff.

### **H. Accounting and Payroll Services**

Staff has met with the Marin County Auditor Controller and they have agreed to provide accounting and payroll services for TAM. An agreement is being developed and will be provided at a future meeting.

### **I. Real Estate Services for New Office**

Staff has met with Marin County Real Estate Division for assistance in locating office space for TAM. They are willing to assist TAM with locating space, lease negotiations, and insuring any facility is ADA compliant. The county has agreed to provide office space for TAM's Executive Director at the Civic Center for an interim period of 6 to 8 months (from June 15). At the May 11, 2005 Executive Committee meeting there was consensus that TAM should continue to use the Civic Center for Commission meetings.

Policy issues to be addressed for TAM's permanent space include:

- Desired Location. Options include space the County has currently leased and is available at 371 Bel Marin Keys, 65 Mitchell Blvd, or 1682 Novato Blvd. The Real Estate Division could also search for new space with some specifics about the type of location desired.
- Size of Space to be provided. 5 employees were identified in the TAM Organizational Analysis. Issues to be addressed are: should space for expansion with additional staff be planned; and what size of meeting space is desired.
- Commencement. The county has provided office space for an interim period, the new office is targeted to be available by February 15 or earlier.

### **J. Engineering Services for New Office**

Staff has met with the County Capital Improvement Engineering Division and they are willing to assist with space planning and furniture procurement for a new office space.

### **K. Workers Compensation Insurance**

Staff has pursued coverage with California Public Entity Insurance Authority (CPEIA). They have provided two options for TAM:

- a) Primary Workers Compensation (\$14,079/year) plus Excess Workers Compensation (\$9,945/year)
- b) Excess Workers Compensation (9,945/year) with maintenance of a \$125,000 Self Insurance Reserve

A decision will need to be made prior to TAM hiring its first employee. The bind date will be the first employee's start date. TAM has decided to use a consulting firm as a bridge for the Executive Director, providing more time for this decision. A recommendation will be brought to a future Executive Committee meeting, with input from the new Executive Director. Once the bind date is set, CPEIA will forward a Joint Powers Agreement and Memorandum of Understanding to be adopted by TAM.

### **L. Liability Insurance**

Staff has pursued coverage with California Public Entity Insurance Authority (CPEIA). They have provided two options for TAM:

- a) Primary General Liability (\$26,279) plus Excess Liability (\$65,093)
- b) Excess Liability (\$65,093) with \$100,000 Self Insurance Reserve

The Excess Liability quote is based on a limit of \$15,000,000, which is CPEIA's goal for all program members. Staff is pursuing additional quotes based on a request to consider a reduced limit, and requests to review other insurance program options. Additional information will be provided at a future meeting.

#### **M. Preparation of Employee Class Specifications**

Carmen Clark is assisting staff in the preparation of draft employee class specifications based on the direction provided at the April 28, 2005 meeting of TAM. They will not be finalized until they are reviewed by the new Executive Director.

#### **N. Personnel Policy and Procedures Manual**

Gail Papworth is also assisting staff with the preparation of a Personnel Policies and Procedures Manual and personnel forms. Personnel policies will be provided at a future meeting.

#### **O. Commissioner's/Committee Member's Handbook**

Staff will be preparing a Commissioner's/Committee members handbook for TAM Commissioners, Technical Advisory Committee members and Citizen Oversight Committee members. Staff is developing bylaws for the two Committees and they will be provided to TAM for approval at a future meeting. Following is a draft table of contents:

#### **P. Other matters**

Other matters to be reviewed at future TAM meetings include:

- o Whether to continue to use county counsel for legal services or to solicit proposals from private firms
- o Whether to hire a firm for state legislative assistance
- o Whether to hire a firm for federal legislative assistance
- o Whether a financial advisor is needed

Respectfully Submitted,

Craig Tackabery  
Executive Director